



AIR CONDITIONING SUPERVISOR

Job Code: 4211

EEO Class Code: Skilled Craft

Union Status: GSA

FLSA Code: Non-Exempt

Salary Grade: o514

NATURE OF WORK

This is highly skilled supervisory and technical air conditioning work which includes receiving and distributing workload to subordinates, dealing with vendors and outside contractors, completing paperwork and performing repairs and preventive maintenance. The incumbent is responsible for the proper functioning of refrigeration, air conditioning, heating and ventilation systems to include, but not limited to, pumps, piping, electric meters, electric and pneumatic controls, recovery, recycling and retrofitting of current and new refrigerants. Employee also performs repairs on water towers and related equipment, ice rink equipment, dehumidifiers, boilers and related piping, and repair labored type specialty units.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Plans, performs, and supervises the installation, maintenance, and repair of air conditioning, heating refrigeration, and ventilation equipment, apparatus, controls, and fixtures, including, bearings on water pumps, electric meters and open type compressors; boards on control circuits; hermetic, semi-hermetic and open type compressors (1/2 HP - 100 HPP); centrifugal systems; water towers (20-500 Tons); air handling equipment, including replacement of blower wheels, housing shafts (hollow & solid), and bearings; exhaust fans and blowers and sewer stations, bathrooms, and kitchens; and ice machines
- Schedules, assigns, directs, and reviews the work of subordinates
- Recommends the purchase of necessary equipment, tools, and supplies
- Completes related paperwork and maintains records
- Performs related work as required

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the practices, methods, materials, test instruments and standard tools commonly utilized in the repair and service of various types of air conditioning, heating, and ventilating equipment
- Thorough knowledge of the maintenance and repair of a variety of air conditioning units, electrical motors and pumps
- Thorough knowledge of the mechanical operation of various kinds of air conditioning equipment
- Knowledge of occupational hazards and safety precautions of the work
- Knowledge of the principles and theory of basic refrigeration and mechanics
- Basic knowledge of electrical circuitry and wiring installation relating to air conditioning equipment
- Ability to detect defects in machinery and to make the necessary repairs or adjustments
- Ability to work from oral or written instructions or from diagrams, sketches and blueprints
- Ability to establish and maintain effective working relations with other employees and the public

MINIMUM REQUIREMENTS

- Valid Master's Certificate of Competency from Dade or Broward County for air conditioning or Florida State Contractor's License
- Must be able to qualify for air conditioning permits in Dade County prior to appointment

PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, work processor, calculator, copier, and fax machine
- Significant walking, moving, climbing, carrying, bending, kneeling
- Some crawling, reaching, handling, pushing, and pulling

SUPERVISION RECEIVED

- General assignments are received and work is performed with wide latitude for the use of independent judgment in the selection of work and procedures and is subject to review upon completion

SUPERVISION EXERCISED

- Plans, assigns, and directs the work of air conditioning mechanics, helpers and other personnel and trade workers